

**TOWNSHIP OF MORRIS
DEPARTMENT OF PARKS & RECREATION**

Park & Recreation Facility Use Permits

Application Instructions

Organizations seeking to reserve a Morris Township park facility must file an **Application for Park & Recreation Facility Use Permit**. The application must be fully completed and signed by an official representative of the group, and returned to the Township of Morris, Department of Parks and Recreation.

All applicants for a Parks & Recreation Facility Use Permit must present evidence of liability insurance protection a minimum of sixty days prior to the permit start date. The coverage shall be in the minimum amount of \$1,000,000, combined single limit. The **required Certificate of Insurance** must specifically name the **Township of Morris** as an **additional insured**.

At the time of application, applicants must file a roster of organization officials with full address and telephone contact information. Applicants requesting permission to use Township athletic fields **for adult sports activities and for individual youth sports teams** must provide a roster of home team players with full address and telephone information.

For **Special Event** uses of Township Parks, the Township reserves the right to require that an applicant provide, at its own expense, security personnel, sanitation equipment and facilities, or other necessary services to guarantee the public health and welfare. Also, organizations presenting applications for the use of a Township park for a special event or an exhibition should be prepared to present- 1) a **Site Plan** for the event, 2) a **Traffic and Parking Control Plan** to be approved by the Morris Township Police Department, and 3) a written **Emergency Plan** of safety and security procedures for participants and spectators (*Emergency Plan Guidelines* are available from the Parks & Recreation Department).

It is the responsibility of the official representative of the organization holding the permit to insure that all individuals in the group are aware of Morris Township's Park Rules and Regulations. Employees of the Township of Morris and the Morris Township Police Department will strictly enforce all Park Rules and Regulations. A copy of the Township's Facility Use Permit should remain in the possession of an official group representative or a league head coach when the group is using Township park and recreation facilities.

Morris Township based organizations and groups serving local youth will receive priority in permitting. Reservation of facilities to organizations from outside of the Township of Morris shall be at the discretion of the Department of Parks and Recreation.

Athletic Field and Park Facility Fees - 2012

	<u>Morris Township Based Organizations</u>	<u>Organizations Outside the Township of Morris</u>
Single Day Use (up to 3 hours)	\$ 50.00	\$ 80.00
Seasonal Use (per day reserved - up to 4 months)	\$ 250.00	\$ 400.00

Fees may be reduced or waived for bonafide Not-For-Profit organizations or charities.